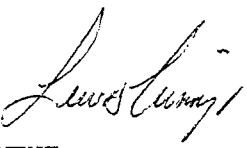


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INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: S. C. Darrah

Date: October 6, 1992

From: L. M. Cummings 

Subject: RECORDS MANAGEMENT

Following is the third quarter report on the status of the Records Management Program in the Manufacturing Department.

Due to changes in legal or operational records retention requirements, revisions to eight Manufacturing retention schedules were initiated in the third quarter. During this period, 31 Manufacturing schedules were processed for revisions, of which 24 (77%) received the endorsements required for finalization. The remaining schedules or maintenance forms are being circulated for the appropriate signatures.

In the third quarter, 16 more Manufacturing departments completed transferring and disposing records according to their approved departmental retention schedules. As of September 30, 1992, 86% of the Manufacturing departments in Richmond, Louisville and Cabarrus had completed the 1992 Records Management Program requirements. Based on the progress reported from the 10 Manufacturing departments still involved with this phase of the program, it is estimated that the Manufacturing Department has completed 93% of the current year requirements. While this represents a 13% increase since the last quarter, there are still a few Manufacturing departments that have not transferred or disposed records within the 60 days requested by legal after receiving their notice. I have highlighted these departments on your copy of the attachment to this report and would be grateful for any assistance you could provide in moving them along.

Reconciliation of inactive records in storage with approved departmental retention schedules was completed for 20 more Manufacturing departments during the third quarter. Seventy-one (71%) of the inactive Manufacturing records located in storage are being managed according to departmental retention schedules. This represents a 26% increase since the last quarterly report. The other Manufacturing records in storage are accessible but must be retained permanently until their retention period has been determined. This function is not expected to be completed for at least another year.

An audit was conducted in the M/C Facilities Management Department during the third quarter. A report of our findings and the actions that were taken to ensure program compliance was issued on August 18, 1992. Their department is currently in full compliance with the PM USA Records Management Program. Additional audits are scheduled to be conducted in the Manufacturing Department during the fourth quarter.

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Preparation for the annual Records Management training sessions was started in the third quarter. Working with the New York Legal Department, we prepared a training script and a list of all PM USA departmental records coordinators who must receive this training. We are now in the process of creating remote inventory install diskettes, location code and inventory lists, and session handouts. The revised PM USA Records Management Manual and Records Management operating procedures will also be distributed during these sessions. If a representative from the Legal Department can be present and all of the materials have been cleared by Legal, we will begin conducting these training sessions in the fourth quarter.

If you have questions or would like to discuss the above, please let me know. Attached is a breakdown by department showing implementation progress on the final phase of the Records Management Program.

Attachment

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